

2023 VQB5 REGISTRATION: STEP-BY-STEP USER GUIDE

PRIMARY SITE ADMINISTRATOR/ MULTI-SITE ADMINISTRATOR

**Primary Site Admin are required to log in and answer the four participation screener questions and the assurance agreement before additional site administrators can log in.*

STEP BY STEP FLOW

- Receive an invitation email welcoming you to VQB5 Registration.
- Follow email instructions to log in.
 - If this is your first-time logging into LinkB5...
 - Create a password that meets the listed requirements.
 - If you have logged into LinkB5 before...
 - You will use the email address and password you created when you were first invited to LinkB5.
 - If you have forgotten your password, click 'Forgot Password' and follow onscreen instructions.
- A pop-up message will appear on your screen, regarding initial site eligibility
 - Answer Yes to all 4 questions and a pop up Assurance Agreement will appear on your screen.
 - Answer No to one or more question and you will be taken to a log out page
 - Click "Agree" to proceed to the next steps.
- Follow the 4-stepped flow as outlined below:
 1. Complete the **Site Admin Profile**. A confirmation email will be sent to you when you submit your Site Admin registration.
 2. Complete the **Site Profile**.
 3. Add/ verify your site's **list of educators**.
 - Click the pencil icon under Actions to the far right of educator name on the list to make any needed changes.
 - Click on the trash can icon under Actions to the far right of educator name to inactivate any educators no longer at this site.
 - Click the "Add New Educator/ Assistant" button to add any new educator(s) to your site.
 - Click the "Complete" button on the bottom right of the page.
 4. Add/ verify your site's **list of classrooms**.
 - Click on the pencil icon next to the classroom name to make any needed changes.
 - Click on the trash can icon to inactivate any classroom that no longer exists at your site.
 - Click on the "Add New Classroom" button to add any new classroom(s) at your site.
 - Click the "Complete" button on the bottom right of the page.
- You will see a banner on your Home dashboard stating that you have completed classroom setup, and can now add CLASS Observation scores and Student Lists.

Have questions about VQB5? Contact Virginia Department of Education at VQB5@doe.virginia.gov.

Have questions about RecognizeB5? Contact Virginia Early Childhood Foundation by phone at (804) 358-8323 or email RecognizeB5@vecf.org.

Need technical help using LinkB5? Contact LinkB5 Support Team on the [websites live chat](#), by phone at (833) 554-6525 or email linkb5support@virginia.edu

- ❑ Invite any additional site admin.
 - From your “Manage Users” tab, Use ‘Filter by Roles’ to filter for ‘Site Director/Site Admin.’
 - Then click ‘Enable Batch’ to allow you to ‘Select All’ site admin listed.
 - Click the ‘Batch Email’ button to send the Registration invite email to all site admin.
 - Use the “Add New User” button to add and invite any new Site Admin.
- ❑ Invite your educators and assistants to complete their **VQB5 Registration** profile.
***Educators can log in and complete their Educator Profile only AFTER a site has completed all four steps of the VQB5 Registration flow.**
 - From your “Manage Users” tab, use ‘Filter by Roles’ to filter for “Educators/ Assistants”.
 - Click ‘Enable Batch’ to allow you to ‘Select All’ educators/assistants listed.
 - Click the ‘Batch Email’ button to send the Registration invite email to all educators/assistants.
- ❑ Click on the ‘Home’ tab to view your dashboard and track the completion of Registration profiles at your sites using the interactive bar charts and tables.

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